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23 March 1956

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MEMORANDUM FOR: Chief, Management Staff  
FROM : Chief, O&M Staff (DD/P Area)  
SUBJECT : DD/P Area Weekly Report for Period 15 March Through  
21 March 1956

1. T/O Proposals Processed: Four (4) T/O actions representing thirty-eight (38) positions were processed.
2. T/O Proposals in Process: A total of eight (8) T/O proposals are in process. Four (4) of these represent major DD/P elements (WH, EE, PPO, and NEA), the remaining four (4) are lesser actions.
3. Study of Staff Employees and Staff Agent Procedures and Policies: Interviews and compilation of information 90% completed. FI approval of project amendment and test case not yet received.
4. NS Project 6-7 "Study of Possible Merger of the Cable Secretariat and the Signal Center": Suspended.
5. Manpower Control System: No progress.
6. NS Project 6-19 "Study of OTR Clerical Training": No progress.
7. Survey of Periodical Handling Procedures in DD/P: Findings are being coordinated with Chief, RI. This survey is expected to be completed during the next reporting period.
8. SR Division: SR T/O has been finalized with Management Staff assistance and is being submitted to the SSA-DD/S.
9. IO Division: Project annex of the IO T/O 31 positions was completed and submitted to Chief, Management 20 March 1956.
10. Vacuum Tube Project: Minor progress was made on this project. Workload data is being accumulated.

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11. Name Check Project: Slow progress is being made. This project is in the fact finding stage.

12. FE T/O: Awaiting Budget coordination.

13. NEA T/O: Consisting of [REDACTED] positions was received.

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14. Backlogged Projects: Five (5) projects have not been started because of lack of personnel.

[REDACTED]  
Chief, O&M Staff (DD/P Area)

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